



*City of Middletown
Records Management Commission
Minutes of September 24, 2015 Meeting*

Present: Joe Samolis, Chief of Staff; Brig Smith, General Counsel; Tayna Oliver-Perry, Asst. Director of Finance; Sylvia Morello, Program Budget Analyst, Finance Dept.; Eldon Bailey, Acting IT Director; Pat Tully, Interim Assistant Library Director, Russell Library; George Dunn, Director of Emergency Management. Chris Holden, Deputy Director, Public Works (voice but no vote).

Absent: Linda Bettencourt, City & Town Clerk (Chair); Bill Russo, Director of Public Works.

1. George Dunn (GD) calls the meeting to order at 1:06pm.
2. The August 27 minutes are approved (Joe Samolis (JS) moves; Tayna Oliver-Perry (TOP) seconds), with corrections suggested by Eldon Bailey (EB) and GD.
3. Public Comments: None.
4. Old Business:
 - a. Several members did not remember receiving documents on continuity of operations; GD will ask Linda Bettencourt (LB) to re-send.
 - b. Departments must each develop a plan for continuity of operations, prioritizing their functions and assigning responsibility. Department directors must be on board to create the plan; it must be mandatory. JS agrees. GD said he will brief the Mayor. After reviewing the FEMA documents, we will develop a plan for rolling this out to departments, including whether to bring in a consultant to train or conducting training in-house. We will leave this on the agenda for next month.
 - c. What about records prior to 1920? Current v. older records—what has priority? There are three storage spaces with a large number of older print documents. A system is needed to review these and determine what to do with them. For items in these storage spaces, an inventory is needed. Each department should inventory their documents in these storage spaces, since they are in the best position to assess and prioritize them.
 - d. GD points out that a digital copy is not always sufficient to comply with retention requirements. Brig Smith (BrS) said that the appropriate retention category can be assigned to each document as it is created or digitized, so it is easy to determine when the document can be destroyed (if ever). JS said that each department should categorized its documents every year.
 - e. What about contracts—should they be retained even if they are no longer required to be kept according to the State retention schedule? Current and recent contracts are

in AUC, but no one knows where all the older contracts are located. Going forward, these should be sent to the Town Clerk's Office. *But*, space is needed to store them. They might be stored in the vault if it could be cleared of documents which are no longer needed.

- f. GD said that the State retention schedule should be sent to department heads. JS said that each department should inventory their documents, and dispose or retain according to State retention schedule and procedures. After the holidays, temps might be hired to assist in moving boxes of documents labeled by departments. After all this is done, then we determine what needs to be digitized, and a one-time appropriate requested to do so. GD noted that some departments have large amounts of documents in storage—Fire and Police included.
- g. So:
 - i. Retention schedules will be sent to department heads (or a link to same);
 - ii. A meeting will be held of department heads;
 - iii. A deadline will be set for departmental document inventory and triage.
- h. In a disaster, Wesleyan might be a good alternative location for the continuity of City operations.

5. New Business: No new business.

6. Other: Eldon Bailey will create a distribution list, and Chris Holden will be included in it.

7. Adjournment at 1:45pm.

Submitted,

Pat Tully, Secretary